



## COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

PHILIP A. SHUCET  
COMMISSIONER

April 7, 2005

To County Administrators

Dear County Administrators

In the Commonwealth's continuing transformation of how transportation projects are delivered, the Commonwealth Transportation Board's (CTB) revenue sharing program has been modified and its funding increased for the upcoming fiscal year. The program will be open to all counties, as well as cities and towns maintaining their road system; funding to each can be up to \$1 million; and the total program's budget will be \$100 million.

Due to these changes we have reopened the application process until **July 22, 2005** to all counties, cities and towns.

For those counties that have already submitted applications please indicate in writing if you want to leave your application as is, revise your application, or withdraw your application. If revising your application, please continue to work with the Residency Administrator for your locality.

For those counties that have not submitted an application and now wish to do so, please work with your Residency Administrator to identify a list of one or more improvement projects to be undertaken with these funds.

The current program guidelines and forms you will need can be reviewed at <http://www.virginiadot.org/business/local-assistance.asp>. While these guidelines will be followed in general, the process for FY06 will be modified slightly with the expectation that new projects undertaken with the expanded program will include projects administered by local governments.

If your locality is submitting a new or revised application, the following information must be provided by July 22, 2005 to the Local Assistance Division:

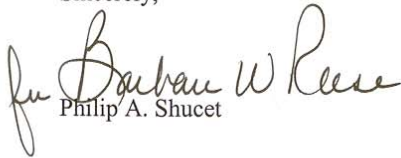
- A resolution of the County Board of Supervisors outlining their request to participate and support of the potential projects identified for possible funding from the program (sample on the website), and
- A *designation of funds* form which prioritizes the list of eligible projects with individual estimated project costs (on the website)

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The Department looks forward to working with all of you in this expanded program during the upcoming year. I encourage you to contact your Residency Administrator or Mike Estes, Local Assistance Director, with any questions or concerns. Mike can be reached at [Michael.Estes@VDOT.virginia.gov](mailto:Michael.Estes@VDOT.virginia.gov) or (804) 786-2745.

Sincerely,

  
Philip A. Shucet